

GEORGIA DEPARTMENT OF LABOR
EMPLOYMENT SECURITY AGENCY
ADMINISTRATIVE SERVICES DIVISION
RECORDS MANAGEMENT AND CONTROLS

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Number

82-39

Application Date: Feb 17, 1982

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received

Application No.

Date Completed

MAR 30 1982

82-39-A

APR 19 1982

Record Series Title:

Balance-of-State, Statistical and Financial Status Reports for
Title I, IIB, IIC, and III

Person to Contact: Peggy Ray

Item number to be amended:
#12

Telephone No.

656-3157

Reads as follows:

"Cut off at the fiscal year, hold in the CFA one year, transfer to the State Records Center, hold two years, then destroy."

Amended to read: "After closeout of funding, transfer to State Records Center; hold 2 years and until satisfactory completion of all audit requirements; destroy."

Reason for change: To satisfy any potential audit requests within the next 2-3 years.

AUTHORITY:

Division Director/Designee:

Date

3/23/82

Records Management Officer (RM&C):

Date

3/22/82

ESA Director:

Date

3/23/82

State Auditor/Designee:

Date

4-5-82

Secretary of State/Designee:

Date

4-5-82

Attorney General/Designee:

Date

4/6-82



APPLICATION FOR RECORDS RETENTION SCHEDULE

Georgia Department of Labor
Employment Security Agency
Administrative Services Division
Records Management and Controls

INSTRUCTIONS: The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Balance-of-State 501 Pulliam Street, Room 150 Atlanta, Georgia 30312	Application Number 82-39	
Application Number		Date Received FEB 12 1982	Date Completed FEB 17 1982
2. Person to Contact Robert F. Smith <i>RS</i>		Working Title State Employment Section Supervisor	Telephone Number (404) 656-3157
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercade; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest FY-1974 FY-1978		5. Records Series Title (followed by title used in office, if different) Balance-of-State Statistical and Financial Status Reports for Titles I, II B, C and III.	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Planning Division completes Master and Annual Plans for Balance-of-State Prime Sponsor to be submitted to the U.S. Department of Labor for funding various titles under the Comprehensive Employment and Training Act. Titles I, II B, C and III. provides work/training to economically disadvantaged, long term unemployed individuals.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Balance-of-State files to Title I, II B,C, and III. Included are: Area Plans and Correspondence; Statistical Reports which include Program Planning Summaries, Quarterly Reports, Participant Characteristic Reports; Financial Status Reports and BOS Correspondence and general information. File is arranged: By Title, by fiscal year and by area.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>-0-</u> ; Seven to twelve months old <u>-0-</u> ; Thirteen to twenty-four months old <u>-0-</u> ; twenty-five months and older <u>-0-</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>X</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

(Over)

ESA-144 (3/80)
(AR-50-71)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it? Contracts Section - Training Division
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. CETA Annual Report to Governor
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Contracts Section - Training Division
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>3</u> years.
c. Federal Law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then.

☒ Hold in the current files area _____ month(s) one (1) year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold two (2) year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	William H. Johnson	1-28-82
SA Director (Signature)	Date	Records Management Officer (Signature)	Date
<i>Walter Brown</i>	10/2/81	<i>Michael V. Gandy</i>	2/4/82
		State Records Committee (Signature)	Date
		<i>James W. Smith</i>	2-16-82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>Carroll Hart</i>	2-15-82
	Secretary of State/Designee	<i>Ray Henson</i>	2-17-82
	Attorney General/Designee		